



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Office Assistant

SALARY:

Range A \$2,003-2,435
B \$2,172-2,641

TENURE/TIME BASE:

Permanent/Full-time

POSITION NUMBER:

363-521-1379-XXX

FINAL FILING DATE:

December 2, 2005

DUTIES:

Under the general direction of the Benefits Program Manager, the incumbent provides technical support for the State's FlexElect, Dental, Vision, and CoBen Programs. Duties include but are not limited to:

- Maintains a tracking and filing system for all incoming FlexElect, Dental, Vision and CoBen documents and correspondence. This includes the issuance of confirmation notices that are sent to the requesting departments, and the approved documents that are sent to the State Controller's Office for processing.
- Provides telephone support for the Dental and Vision Programs. This includes responding to telephone inquiries regarding benefit eligibility, and answering technical questions regarding program policies and procedures, utilizing the Benefits Administration Procedure Manual as a guide.
- Type form letters, providing technical program related information to personnel offices, employees, and retirees.
- Provides general clerical support to the programs and the Benefit's Division as a whole. This includes telephone support, typing assignments, distribution of mail, photocopying, assisting with Division mailings, and performing other duties as required.

DESIRABLE QUALIFICATIONS:

- Strong organizational and time management skills.
- Good attendance.
- Excellent customer service skills.

WHO MAY APPLY: State employees currently at the Office Assistant level or who have list eligibility for a position at the Office Assistant level. Applications will be screened and only the most qualified applicants will be invited to interview.

SUBMIT APPLICATIONS/RESUMES TO:

Janice Yates
Benefits Division
Department of Personnel Administration
1515 "S" Street, North Building, Suite 400
Sacramento, CA 95814
(916) 324-0535

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.